



United States Fish & Wildlife Service

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Memorandum

04/28/2003

From AD - Budg, Planning & Hum Res
Title Retroactive Locality Payment Adjustment

On April 15, 2003, an all-employee e-mail was sent from the Director, Office of Personnel Policy, which provided information about the 2003 pay adjustment that was effective and retroactive to January 12, 2003. This message provides further information and clarification about the Service's process and time line.

Only employees who receive locality pay are eligible to receive the retroactive pay adjustment. Therefore, if you are not receiving locality pay, you will not receive the retroactive adjustment. Employees who work in the 48 continental United States receive locality pay. Employees who work in Alaska, Hawaii, Puerto Rico, Guam, and other Territories of the U.S. receive COLA and do not receive locality pay. If you are not sure whether or not you receive locality pay, please look at Block 20B of your most recent SF-50 (Notification of Personnel Action). If you are receiving locality pay, it will be documented in that block. Pay rates on some wage schedules have also changed, and, consequently some Federal wage system (wage grade) employees have already received or will receive a pay adjustment. Further details regarding adjusted wage schedules can be found at: <http://www.opm.gov/oca/compmemo/2003/2003-04.asp>.

For employees who will receive the retroactive locality pay adjustment, beginning April 28, your servicing human resources office will start processing the necessary actions to effect the adjustment. Your servicing HR office will have to manually correct personnel actions for many employees. Due to the enormous workload involved in processing these actions, we anticipate that it may take a number of pay periods to complete the adjustments for all the affected employees. It is possible that some employees will receive the adjustment before others, and the earliest any employee will receive the adjustment is May 13, 2003. Interest will not be paid on the retroactive payment provided by this locality adjustment.

During the first week in May, your servicing HR office will be in a better position to inform you when you can anticipate receiving the pay adjustment in your pay check. Around that time, you can expect to receive a message from your HR office with more definitive details. In the meantime, they will be very busy processing the pay raise and will appreciate your giving them the necessary time to do so.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants

and their habitats for the continuing benefit of the American people.